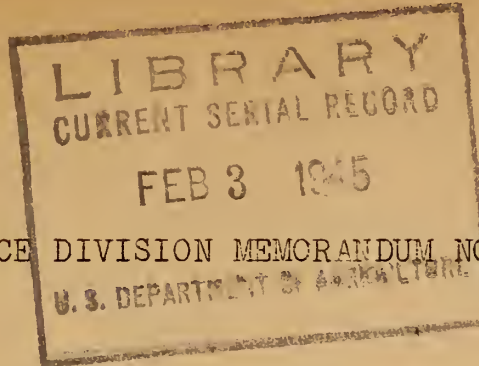


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December 9, 1944

FINANCE DIVISION MEMORANDUM NO. 32

To: Finance Officers

From: E. G. Benser, Chief Fiscal Officer

Subject: Unauthorized Procedural Issuances

Finance Instruction 501.1, Section I, Revision 1, dated July 14, 1944, provided for an orderly issuance of Finance Division procedure. Authorization for the issuance of procedure as set forth therein was restricted to the Washington office. Ample provision, however, was made for the submission by Finance Officers of recommendations for new procedures, revisions or corrections.

Certain Finance Offices are still continuing the practice of issuing Regional Finance Procedures. This should be discontinued immediately, and in those instances where regional procedure manuals have been established steps should be taken to cancel existing regional instructions through reference to those national procedures which are authorized and which should be fully utilized.

In the event that full coverage of necessary instructions has not been obtained through authorized procedural releases, the subject matter in question should be referred immediately to this office for incorporation in the regular procedure.

This memorandum should not be construed as restricting the right of Finance Officers to interpret informally, through memoranda or otherwise, for the benefit of Finance Office employees, particular phases of existing procedures. Such informal interpretations, however, should not be designated as official procedure, and two copies of each such release should be furnished immediately to the Administrative Officer, Finance Division, Washington, D. C.

E. G. Benser

